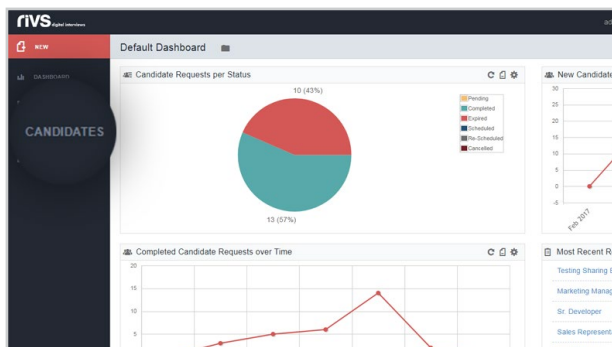




ACCESSING LIVE INTERVIEW RECORDINGS

This guide will cover the process of access a live 2-way interview recording from a candidate profile and through the Instant Live section of the platform.

From A Candidate's Profile



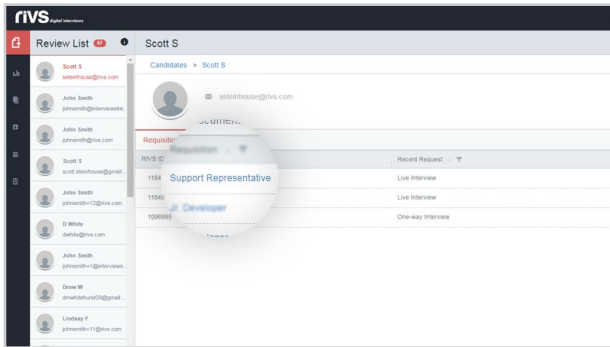
1 Click the Candidates menu from the on menu bar.

The screenshot shows the 'Candidates' list with a table of candidate information. The first candidate, Scott S, is highlighted with a circular callout. The table has columns for RIVS ID, Email, Phone, Requestors, and Status.

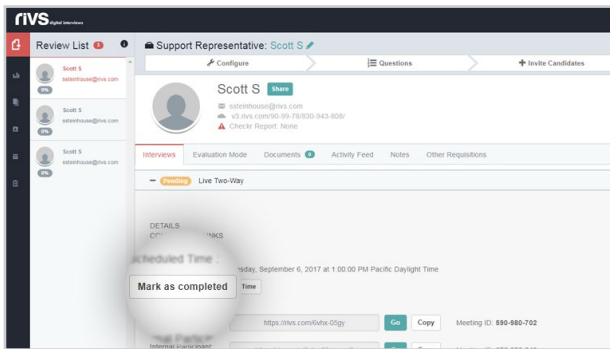
RIVS ID	Email	Phone	Requestors	Status
510117	scott@rivs.com		Support Representative Jr. Developer	Active
514968	johnsmith@interviewstream.com		Marketing Manager	Active
430352	johnd@rivs.com		Sales Representative	Active
510122	scott@interviewstream.com		Sr. Developer	Active
510065	johnsmith+12@rivs.com		Sales Representative	Active
453173	dwh@rivs.com		HR Manager	Active
510028	johnd@interviewstream.com		HR Manager	Active
512592	jvasser@interviewstream.com		Marketing Manager	Active
510320	dwh@interviewstream.com		HR Manager	Active
480769	johnd@interviewstream.com		Marketing Manager	Active
480741	johnd@interviewstream.com		Sales Representative	Active

2 Select the candidate whose recorded interview you'd like to view.

ACCESSING LIVE INTERVIEW RECORDINGS

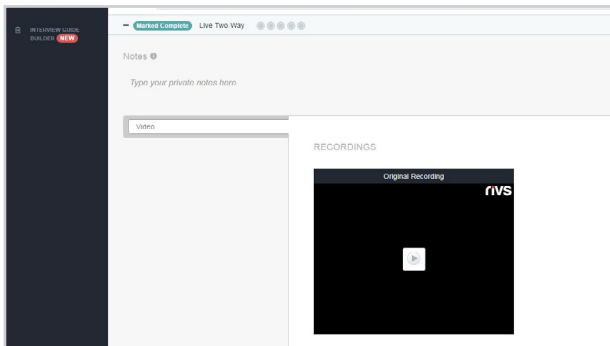


- 3 Select the requisition associated with the interview you want to view.



- 4 If necessary, in the Interviews tab, click the “Mark as complete” button.

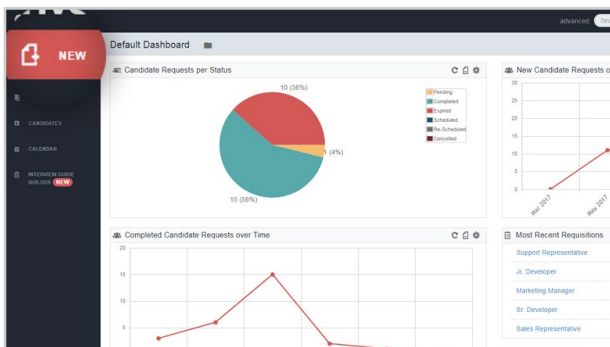
*The system will automatically mark your candidates as complete 24 hours after the interview has ended.



- 5 Once the interview is marked as complete the interview recording will be available to view.

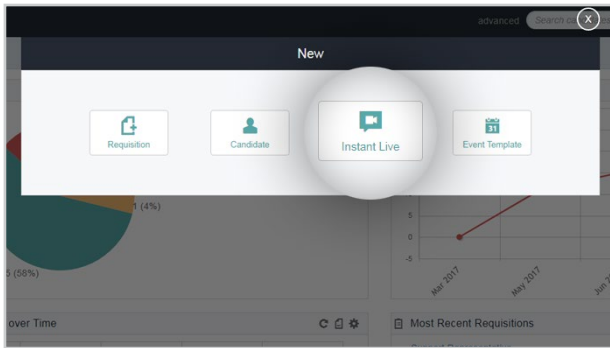
*It may take up to 15 minutes for your recording to become available.

Instant Live Section

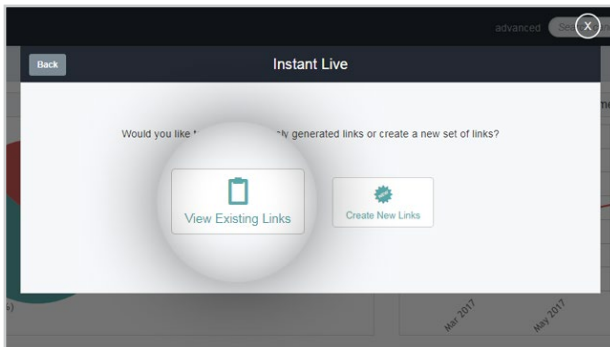


- 1 Click the New button in the left menu bar.

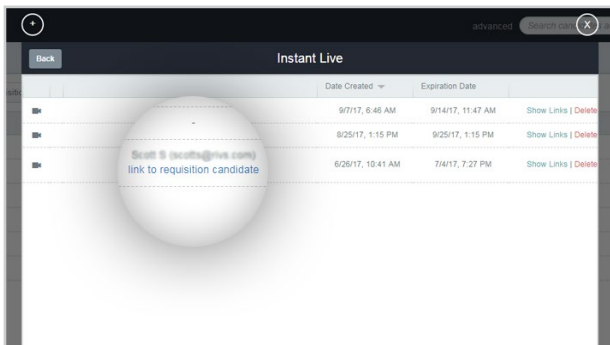
ACCESSING LIVE INTERVIEW RECORDINGS



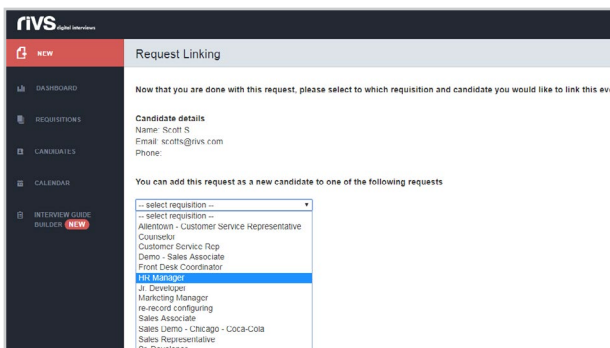
2 Select the Instant Live option.



3 Click View Existing Links.

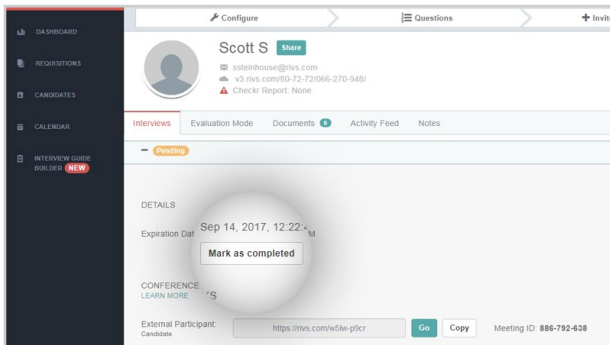


4 In the displayed table, you can see all links you've created over time. If a link was used and a candidate joined the interview, RIVS will display their name. Click the "Link to requisition candidate" option under the name.



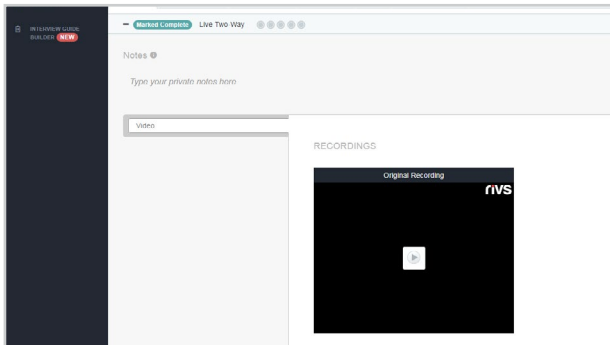
5 Select a requisition from the dropdown list. You will be redirected after selecting the requisition.

ACCESSING LIVE INTERVIEW RECORDINGS



6 If necessary, mark the candidate as complete.

*The system will automatically mark your candidates as complete 24 hours after the interview has ended.



7 Once the interview is marked as complete the interview recording will be available to view.

*It may take up to 15 minutes for your recording to become available.